

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE
COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON
BUDGET UNIT: COUNTY ADMINISTRATIVE OFFICE (AAA CAO)

I. GENERAL PROGRAM STATEMENT

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget. Legislative functions at Washington, DC and Sacramento are also included in this budget.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 1999-00</u>	<u>Budget 2000-01</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>
Total Appropriation	2,629,927	3,761,322	3,272,971	3,823,039
Total Revenue	216,703	231,636	223,898	156,384
Local Cost	2,413,224	3,529,686	3,049,073	3,666,655
Budgeted Staffing		33.0		32.5

Actual salary and benefit expenses for 2000-01 varied from budget due to unspent appropriations of \$194,001 for a Contract Management Unit that had not yet been established at the end of the fiscal year. The remainder of the variance was due to vacancy savings. Services and supplies also showed a variance due to unspent appropriations of \$43,000 for the Contract Management Unit.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Changes in budgeted staffing decreased a net of 0.5 positions due to the deletion of 1.5 Administrative Analyst III positions; one that was previously funded by Child Support, and 0.5 positions that is being deleted to provide funding for an additional Deputy Administrative Officer position. This Deputy Administrative Officer position was added to the department in the organizational restructuring approved by the Board on March 14, 2000, but was not budgeted in the 2001 fiscal year.

GROUP: Admin/Exec DEPARTMENT: County Administrative Office FUND : General AAA CAO			FUNCTION: General ACTIVITY: Legislative and Administrative		
	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	2,648,632	3,001,366	3,099,721	(30,548)	3,069,173
Services and Supplies	763,560	907,919	936,373	(43,619)	892,754
Central Computer	19,158	15,368	24,548	980	25,528
Other Charges	60	300	300		300
Equipment	3,008	24,400	24,400	-	24,400
Transfers	52,990	46,560	46,560	-	46,560
Total Expenditure Authority	3,487,408	3,995,913	4,131,902	(73,187)	4,058,715
Less:					
Reimbursements	(214,437)	(234,591)	(234,591)	(1,085)	(235,676)
Total Appropriation	3,272,971	3,761,322	3,897,311	(74,272)	3,823,039
<u>Revenue</u>					
State, Federal or Gov't Aid	223,898	231,636	231,636	(75,252)	156,384
Total Revenue	223,898	231,636	231,636	(75,252)	156,384
Local Cost	3,049,073	3,529,686	3,665,675	980	3,666,655
Budgeted Staffing		33.0	33.0	-0.5	32.5

COUNTY ADMINISTRATIVE OFFICE

Salaries and Benefits	98,355	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	28,454	Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	<u>9,180</u>	Per Target
Subtotal Base Year Appropriation	<u>135,989</u>	
Subtotal Base Year Local Cost	<u>135,989</u>	
Total Appropriation Change	135,989	
Total Revenue Change	-	
Total Local Cost Change	135,989	
Total 2000-01 Appropriation	3,761,322	
Total 2000-01 Revenue	231,636	
Total 2000-01 Local Cost	3,529,686	
Total Base Budget Appropriation	3,897,311	
Total Base Budget Revenue	231,636	
Total Base Budget Local Cost	3,665,675	

Board Approved Changes to Base Budget

Salaries and Benefits	(30,548)	Decrease 1.5 Administrative Analyst position, one previously funded by Child Support and .5 that is being deleted to provide funding for an additional Deputy Administrative Officer position.
	<u>(30,548)</u>	
Services and Supplies	(43,619)	Reduced to provide remaining funding necessary for the additional Deputy Administrative Officer position.
	<u>(43,619)</u>	
Central Computer	980	Increase per ISD in Budget Instructions
	<u>980</u>	
Transfers	(1,085)	Reimbursement increase to reflect staff costs reimbursed by the Health Care Costs budget
	<u>(1,085)</u>	
Total Appropriation	<u>(74,272)</u>	
State/Federal Aid	(92,597)	Decreased to reflect loss of funding of Administrative Analyst III position previously funded by Child Support.
	17,345	Increase in revenue from contract with Riverside County for performance of Legislative Advocacy services
Total Revenue	<u>(75,252)</u>	
Local Cost	<u>980</u>	